



CASE MANAGEMENT/ELECTRONIC CASE FILING REFRESHER TRAINING COURSE

We are pleased to announce that “refresher” training is being offered to attorneys and their staff that would like to learn more about ECF.

Learn how to:

- Automatically upload bankruptcy cases
- Correct Social Security Numbers/privacy procedures
- File Proofs of Claim – Amendments, Transfer of Claims, Exhibits
- File Adversary Proceedings – Summons, Answers, Timelines
- File an Application to Employ Special Counsel
- File Miscellaneous Relief Documents – when to use
- Correct Memorandums of Document Deficiencies & Corrections

This course has been approved by the Division of Continuing Education for 2 educational credit hours. Participants will receive .2 CEU for completing the training.

HOW TO REGISTER

Classes are available:

Little Rock – July 27 @ 9 :00 a.m. and August 17 @ 1: 30 p.m.
Fayetteville – July 21 @ 1:30 p.m. and August 18 @ 1:30 p.m.

TRAINING SPACES ARE RESERVED ON A FIRST COME FIRST SERVED BASIS BY RECEIPT OF REGISTRATION FORMS.

Additional classes will be offered in the future.

Prerequisite: Basic ECF Training & Certified Registered User



Complete the registration form below and mail or fax in. You will be contacted via telephone for training date confirmation.

If you have any questions, please contact the ECF Helpdesk at (501) 918-5590.

Name (s):

Location: Little Rock

Fayetteville

Firm:

First Choice Training Date:

Phone Number:

Second Choice Training Date:

Mail form to :

US Bankruptcy Court-Arkansas
Attn: Refresher Training
300 West 2nd St.
Little Rock, AR 72201

OR

Fax to (501) 918-5585